



The Town of Elsmere

11 Poplar Avenue, Elsmere, Delaware 19805

Phone (302) 998-2215 Fax (302) 998-9920

REQUEST FOR INFORMATION

This form is provided for your convenience and to assist the staff in meeting your request for information retained by the Town. Your request will be reviewed upon submission and we will provide assistance in the most expeditious manner.

Mayor

Deborah A. Norkavage

1st District Councilman

John Jaremchuk Jr.

2nd District Councilman

Steven Burg

3rd District Councilman

President Pro-Tempor

Thomas S. Novak Jr.

4th District Councilman

Charles McKewen

5th District Councilwoman
Secretary of Council

Joann I. Personti

6th District Councilman

John Pasquale Jr.

Town Treasurer

Paul Chalfant

City Solicitor

Edward McNally

Please be as precise as possible in completing the request form. Once the form is submitted, the request will be reviewed for the following:

- All required information is provided.
- Expense to the applicant.
- Estimated time to complete action.

The staff member serving you will gauge the length of time required to provide the data.

DATE OF THE REQUEST: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

RECORD INFORMATION

ORIGINAL DATE: _____

ORIGINATOR'S NAME: _____

OTHER IDENTIFYING FEATURES: _____

CHECK ONE: LETTER REPORT MAP TRANSCRIPTION TAPE

TIME AND DATE AVAILABLE TO REVIEW: _____

I REQUEST A COPY FOR: (CHECK ONE) PICK UP MAIL

PLEASE PROVIDE MY REQUEST NO LATER THAN: _____

A Council – Manager Municipality
Located on the Net at townofelsmere.com